

End Point Assessment Plan

Bespoke Saddler

Level 3

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1. Bespoke Saddler – Assessment Plan

The Bespoke Saddler Apprenticeship is a balanced programme of knowledge and skills acquisition, delivered in the workplace with short intensive off the job training modules. The award of the Level 3 apprenticeship certificate will signify recognition of competence in Bridle and Saddle Making and enable progression to higher levels of skills development.

This assessment strategy, when delivered by high-quality learning providers and assessed by independent assessment organisations will ensure that candidates can progress towards the achievement of a Bespoke Saddler Level 3 Apprenticeship.

Level 3 Apprentices will have either progressed from the Level 2 Saddlery Apprenticeship or be able to demonstrate the basic skills of Bridle and Saddle Making. For those candidates who have not completed the Level 2 Saddlery Apprenticeship or Level 2 in Saddle and Bridle Making, it will be the employer's responsibility to judge where the gaps are to meet the necessary entry requirements

Candidates without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment of the apprenticeship.

Apprentices will be required to complete the industry recognised Level 3 Diploma in Saddlery (Bridle and Saddle Making) as a mandatory part of this Standard and will be completed with the support of the employer and learning provider.

Bespoke Saddler Level 3 Apprentices can only attempt the separate, mandatory end-point assessment once this recognised qualification has been achieved.

The end point assessment will include three distinct components in this order and with the percentage weighting allocated:

- Written paper - **10%**;
- Practical skills test (the completion of the bespoke adjustments to a finished saddle) - **80%**;
- Professional presentation and discussion - **10%**.

Link to professional registration and progression

The Society of Master Saddlers UK Ltd. will recognise the completion of this standard with the invitation to apply for membership as a ***'Provisional Individual Qualified Bespoke Saddler'***. Once a minimum of four years industry experience has been completed that award will be upgraded to their ***'Individual Qualified Bespoke Saddler'*** category of membership.

Qualified Bespoke Saddlers are required to be skilled in both Bridle and Saddle making specialisms but could specialise in one of these areas in future employment.

2. Bespoke Saddler Apprenticeship Assessment Plan – Visual Overview

Learning and Continual On programme Assessment

Continual assessment – delivered during workplace ‘on the job’ training by the employer with the support from a training provider over a **20-22 month period**. This is recommended rather than mandatory and employers may choose to use different on-programme methods.

- Portfolio of evidence. **(It is a mandatory requirement to complete the portfolio prior to Assessment Gateway)**
- Theory and practical skills will be reviewed via demonstration and assessment of practical skills.
- Knowledge and Learning outcomes reviewed by observation and practical assessment.
- Behaviours. (as set in the Bespoke Saddler Standard)
- Additional supporting Standard requirements not covered by the Mandatory qualification.

Level 3 Diploma in Saddlery (mandatory qualification attainment)

- **Level 3 Bridle** including the manufacture of a Double Show Bridle, In hand Bridle and Atherstone Girth. **(0-9 months)**
- **Level 3 Saddle** manufacturing two saddles to meet the specifications in the candidate handbook. **(11 - 13 months)**

Apprentice – Carries out work as instructed by their employer or tutor gathering specific evidence for their portfolio from work or training provider based sample procedures. Completes core skills and knowledge as specified in the Standard and supporting mandatory qualification units.

Mentor/Supervisor (Recommendation only) – Could direct and instruct the apprentice to carry out work processes and produce outcomes that confirm the apprentice is ready for the final project (end assessment).

Internal Assessor – (training provider) can provide administrative support, underpinning knowledge, monitoring support and assessments to assist the mentor/supervisor.

Awarding Organisation – Provides support in designing the qualification that can support the delivery of the Standard. This will include a supporting qualification criteria handbook to aid delivery for Training Providers. The Awarding Organisation moderator signs off completion of the vocational qualification.

Training Provider – Will engage with employers to deliver the vocational qualification or on-programme training. They can assist the employer to navigate the delivery of the qualification.

Assessment Gateway

The employer will review the work the apprentice has done on-programme to decide if the apprentice is ready to progress to the formal end assessment stage.

Formal end assessment

The end point assessment will take place over one day and will normally be arranged two months after the completion of the on-programme assessment.

Written Paper 10%

Practical Skills Test 80%

Carry out flocking adjustments to a finished saddle in order to create a bespoke fit

Professional Presentation and Discussion 10%

AAO – Will assess the apprentice against the criteria set out in the assessment strategy. The appointed independent assessor will assess the final project and make the decision regarding the occupational competence of the apprentice. The assessment organisation will be on the assessment register.

3. On - Programme Assessment

It is recommended that apprentices are supported through their on-programme learning by the employer and learning provider in the following elements:

- On-going assessment by the employer and learning provider – for example meetings with the apprentice, employer and learning provider, observations of working and gathering evidence;
- Level 2 English and Maths;
- Safeguarding;
- Health & Safety in the workplace.

4. The Gateway Process

Before the apprentice is judged ready to undertake the end-point assessment they will need to:

- Achieve the industry recognised Level 3 Diploma in Saddlery (Bridle and Saddle Making) mandatory qualification;
- Achieve Level 2 in Maths and English;
- Complete the portfolio of evidence;
- To attend a progress review discussion in the last month of their apprenticeship to enable the employer to confirm they are confident that they have taken on board all aspects of the standard.

5. End Point Assessment Components

This will take place in the last **6 - 8 weeks** of the apprenticeship.

The final assessment methods and weightings will guide the Apprentice Assessment Organisation (AAO) and the following grading criteria set against the apprentice's submission and performance level.

Assessment Method 1 - Written Paper (WP)

The assessment will be undertaken at the approved centre, under controlled conditions with a time limit of 45 minutes.

The apprentice will be required to answer a structured 20-question short answer paper (**5% per question**). A template will be developed by The Society of Master Saddlers for AAOs to use to develop their assessment tools and made available to all AAOs by September 2017 (accessible via The Society of Master Saddlers website).

Questions will address the knowledge skills and behaviour elements of the standard the stated knowledge and skills elements of the standard as stated in Annex A at the end of this document.

The grading threshold for Assessment Method 1 will be: Pass 60%-74%, Distinction 75%+.

Assessment Method 1 has an overall contribution of 10% of the overall grading allocation.

Assessment Method 2 - Practical Skills Test (PST)

The assessment will be undertaken at the approved centre, under controlled conditions with a time limit of **2 hours** maximum.

The apprentice will be required to carry out bespoke adjustments to a finished saddle whilst being observed by the AAO assessor. This will include adjusting the flocking in a saddle panel according to the instruction given by the assessor that will address the knowledge skills and behaviour elements of the standard as stated in Annex A at the end of this document.

The Society of Master Saddlers will develop a template for AAOs to use to develop their assessment tools. This template will be made freely available to all AAOs by September 2017 (accessible via The Society of Master Saddlers website).

The grading threshold for Assessment Method 2 will be: Pass 60%-74%, Distinction 75%+.

Assessment Method 2 has an overall contribution of 80% of the overall grading allocation.

Assessment Method 3 - Professional Presentation and Discussion (PPD)

The Professional Presentation and Discussion element of the end point assessment will begin after the Practical Skills Test has concluded. It is envisaged that this Assessment Method will take **no more than 1 hour**.

The **PPD** will use standardised questions from an agreed set of questions developed by the AAO. The Society of Master Saddlers will develop a template for AAOs to use to develop their assessment tools. This template will be made freely available to all AAOs by September 2017 (accessible via The Society of Master Saddlers website).

Follow-up questions may be used to probe further into the detail in order to reveal the level of the depth of knowledge, skills and behaviour. This interview will be conducted under controlled conditions.

The Professional Presentation and Discussion will synoptically assess the knowledge, skills and behaviours elements of the standard as stated in Annex A at the end of this document. The apprentice will also reflect on their on-programme development (using the mandatory portfolio of evidence for reference).

This approach will allow the apprentice to present their work in a professional manner and will reveal how key decisions were made on the work they produced, and how they worked with their employer organisation and immediate team.

The grading threshold for Assessment Method 3 will be: Pass 60%-74%, Distinction 75%+.

Assessment Method 3 has an overall contribution of 10% of the overall grading allocation.

6. Grading

Apprenticeship Grading

Performance in the EPA will determine the apprenticeship grade of Pass, Distinction or Fail and each assessment method will be graded using this methodology.

In order to gain an apprenticeship pass or higher grade, the apprentice must achieve a minimum of a Pass in each method.

An apprenticeship Pass represents full competence against the standard. A grade of Distinction means an apprentice is demonstrating competence above the standard.

The table below outlines the scoring criteria that will be applied for each assessment method; detailed guidance will be developed by end-point assessment organisations. It is based on the following principles:

- All Pass criteria needs to be achieved; in achieving this, the apprentice will be demonstrating all knowledge, skills and behaviours in the standard;
- Distinction builds on pass criterion.

The Written Paper (WP), Practical Skills Test (PST) and Professional Presentation and Discussion (PPD) will be organised and validated on the same day at an approved centre. **Please note the apprentices' supporting portfolio must be completed during the on-programme phase and will then be used to inform the Professional Presentation and Discussion.**

At the end of the Assessment Day, the assessor will agree the mark for the Written Paper, Practical Skills Test and Professional Presentation and Discussion elements (*Combining these to give the final decision on Fail, Pass or Distinction*).

The Apprentice Assessment Organisation assessor will have the final say on the grading given and will be guided by the indicated weightings and the following grading criteria set against the apprentice's submission and performance level.

End Point Element	Distinction Criteria 75%+	Pass Criteria 60% - 74%	Fail Criteria 59% or less
Written Paper	The apprentice has: Scored a minimum of 75% in this assessment method.	The apprentice has: Scored between 60% – 74% in this assessment method.	The apprentice has: Scored 59% or less in this assessment method.
Practical Skills Test	<i>Produce a final bespoke saddle that:</i>	Using Annex, A provides evidence of, knowledge, skills and behaviours	Fails to provide evidence to meet all knowledge, skill and

	<p>Analyses areas of performance to improve health & safety standards.</p> <p>Critically appraises practices to ensure health & safety is at the core of the business.</p> <p>Takes a proactive approach to the Bespoke Saddlery manufacturing process, is able to plan alterations in sequence; critically appraises costs to ensure that the impact of the bespoke alterations does not adversely affect suitability and quality.</p> <p>The final saddle is fit for purpose and:</p> <ul style="list-style-type: none"> - Applies precision and accuracy in both hand and machine stitching. - Is exact to the specified measurements. 	<p>required, with particular emphasis to Produce a final bespoke saddle that:</p> <p>Implements and maintains health & safety standards in the workplace.</p> <p>Works to budget; manages resources appropriately; manages costs accurately.</p> <p>Demonstrates practical application of Bespoke Saddler techniques outlined in the Standard and EPA.</p> <p>The final saddle is fit for purpose and:</p> <ul style="list-style-type: none"> - Presents a consistent application of both hand and machine stitching throughout. - Is within set tolerances to the specified measurements. 	behavioural requirements as contained in Annex A.
Professional Presentation and Discussion	<p>The apprentice:</p> <p>Analyses ways of improving the Bespoke Saddlery manufacturing process to improve quality standards.</p> <p>Appraises the principals of Bespoke Saddlery manufacture: its key standards, regulations, policies and legislation.</p> <p>Assesses and reviews specific examples of a proactive approach in the implementation of the behaviour's in the Standard.</p>	<p>Using Annex A provides evidence of, knowledge, skills and behaviours required, the apprentice:</p> <p>Demonstrates an awareness of the Bespoke Saddlery manufacturing process.</p> <p>Explains the principles of Bespoke Saddlery manufacture: its key standards, regulations, policies and legislation.</p> <p>Demonstrates an understanding of the behaviour's in the Standard.</p>	Fails to provide evidence to meet all knowledge, skill and behavioural requirements as contained in Annex A.

	<p>Critically reviews and analyses the Final Bespoke Saddle for accuracy and precision.</p> <p>Answers all questions comprehensively demonstrating they can apply their knowledge in the workplace.</p> <p>Presents in a methodical approach, analysing all major points of the final project.</p>	<p>Articulates the specialist Bespoke Saddlery skills implemented for the Final Bespoke Saddle.</p> <p>Answers all questions competently and demonstrates an understanding of the subject.</p> <p>Presents in a structured approach, summarising major points of the final project.</p>	
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If the apprentice is unsuccessful in any of the three parts, the following re-test conditions will apply:

1. Written Test – Two re-tests are available, if the apprentice fails the second re-test; he/she must undertake more study and learning before taking another test. Results of all knowledge tests are to be passed back to employer for review.

2. Practical Skills Test – One practical re-test is available but further practice relevant to any shortcomings identified in the test is recommended. If the re-test is failed, further training will be required.

3. Professional Presentation and Discussion – The shortcomings identified in the interview must be addressed before a second interview can be conducted.

Information on failures in any of the parts as indicated above must be passed back to the employer for review.

Retake / Resit –

A retake involves a need for further learning before an assessment is taken, while a resit doesn't. Government funding can be used for the former, but not the latter.

7. Apprentice Assessment Organisation Requirements

7.1 Independent Assessors (IA)

The AAOs must be approved by the Education and Skills Funding Agency (ESFA) and on the Register of Apprentice Assessment Organisations (RoAAO). The AAOs will be responsible for the recruitment and performance of the Independent Assessors (IA) who will conduct the bespoke saddlery EPAs.

Independent Assessors should be Master Saddlers, qualified by profession and have proven experience in the field of WBL training and/or educational assessment. All IAs must have qualifications and experience as outlined in the points below.

Mandatory Requirements – Bespoke Saddler Independent Assessor:

- Professional recognition of Master Saddler – (It is a requirement that a minimum of seven years' experience has been gained before an application may be submitted for Master Saddler status).

It is also **recommended** that they will have:

- Gained the same mandatory qualification that forms part of this Bespoke Saddler Standard, or their equivalent;
- Minimum 3 years' experience in supervisory/managerial role (people &/or functions).

AAOs will ensure the IAs take part in continuous professional development for at least one full working day per year that will focus on quality assurance of the assessment process and how fair and reliable judgements are consistently applied to the EPAs.

7.2 Responsibilities

The AAOs offering Bespoke Saddler EPAs will be responsible for apprentices 'experience' once the application to enter the EPA has been made. To this end, the AAO will ensure it has suitable human and physical resources in place to manage the EPA journey for the apprentice from application to deployment of the IA to on-going tracking of progress through to completion.

AAOs for the bespoke saddler standard should ensure they possess the necessary expertise and capacity to:

- Effectively handle applications from employers for an apprentice to enter the EPA phase providing supportive services;
- Manage the IAs and ensure independence in the assessment process;
- Develop and implement support materials to apprentices in the completion of EPAs;
- Design and implement standard marking schemes for the EPA components to ensure grading and weighting scales are consistently applied and fail, pass and distinction marks are reviewed and evaluated;
- Moderate, verify and validate the marking of the discussion and practical skills assessment following initial marking outcomes;
- Ensure a secure recording and storage environment for all assessment decisions;

- Ensure procedures for appeals and complaints are robust and transparent for all to see;
- Capture key data and assessment results for internal and external analytical purposes;
- Maintain a secure database of information and ensure all the usual data protection regulations are adhered to.

7.3 AAO Internal Quality Assurance

Moderation and standardisation must be part of the AAOs internal quality assurance system, to ensure judgements and marking systems are applied consistently and in accordance with the bespoke saddlery standard requirements.

AAOs should ensure as a minimum:

- Moderation and standardisation must be part of the AAOs internal quality assurance system, to ensure judgements and marking systems are applied consistently and in accordance with the Saddlery EPA requirements;
- Standardisation meetings are held on a regular basis which IAs must attend at least twice a year;
- That any appeals and/or complaints made to the AAO are investigated promptly and robustly.

8. External Quality Assurance (EQA)

The Worshipful Company of Saddlers (WCoS) as the industry's professional body will carry out the function of External Quality Assurance (EQA) of the end point assessments (EPA) that are required as part of the Bespoke Saddler standard.

The WCoS will ensure the EPA is assessed in a consistent way regardless of AAO, with successful completion acting as a mark of occupational competence that is respected across the saddlery industry.

The WCoS will work with any other Professional Bodies for the sector, in respect of this function, should they exist in future.

EQA activity conducted by The Worshipful Company of Saddlers will aim to provide assurance that:

- Internal quality assurance processes prescribed in the assessment plan are being carried out, operating effectively and achieving the desired outcomes;
- Assessors are fully occupationally competent;
- Joint standardisation meetings with AAO staff, minimum one per year;
- Report any concerns to the appropriate organisations e.g. ESFA, Institute for Apprenticeships;
- All requirements of the standard in terms of achievement of gateways, qualifications and maths and English are achieved prior to sign off by the employer for EPA;
- The Assessment Plan is valid and cost-effective in practice. This will include:

- Validity of the assessment methods used to assess occupational competence and perform the occupation in a range of real work settings in employers of any size in any relevant sector.

- Coverage of the whole occupation by the assessment methods.
- Holistic and synoptic assessment.
- Use of a suitable range of assessment methods.
- Assessment instruments and assessments are valid across a range of real work settings and for employers of any size and in any sector. Assessment methods should be clearly aligned to the application of specific skills, knowledge and behaviours.
- Assessment is carried out as far as is practicable synoptically and that this applies to at least one method of assessment of skills and knowledge. Assessments are reliable and comparable across different assessment organisations, employers, places, times and assessors.
- Assessment is carried out independently in practice. This means that both the organisation and the individual assessors are independent of the delivery of training.
- Access to assessment is fair.

9. Affordability

The estimated cost of the end point assessment is **10%** of the cost of the Apprenticeship. This takes into account accommodation and travel as the industry is spread throughout the country. We would anticipate 20 Apprenticeships every year.

10. Manageability/Feasibility

The aim will be to assess several apprentices in one day at an approved centre, this will minimise costs and enable assessors, employers and apprentices to meet together.

The Bespoke Saddler Trailblazer has consulted widely across the sector about the apprenticeship reforms and, while it has been ambitious in its objectives for securing greater breadth and depth and higher standards and quality, it remains attentive to the diversity of needs and requirements across the industry, and determined that any changes introduced are viable for all stakeholders in particular subject matter experts.

It is a key concern of many of the Trailblazer groups that the reforms do not lead to a two-tier system where only companies with the greatest influence and resources are able to benefit from the standard.

This Assessment Plan, The Trailblazer Group and the Assessment Organisation will develop the end-point apprenticeship assessments, ensuring these are manageable, cost effective and deliverable for different types of centres, or through accessible hubs.

Annex A

Assessment Method by Element of the Standard – Bespoke Saddlery Apprenticeship

Key	Assessment Method
WP	Written Paper
PST	Practical Skills Test
PPD	Professional Presentation and Discussion

Where elements have more than one assessment method identified, both will be used in the EPA

Knowledge

Health & Safety	EPA
How to safely interpret instructions based on customer's requirements	PST
Effective use of equipment and safe working methods	WP, PST
How to decide if a repair is viable in terms of safety and cost	WP, PPD
The importance of keeping accurate records relating to the sale, manufacture and repair of saddlery	WP, PPD

Communication Skills	EPA
Diplomacy and effective communication skills	PPD
The role of the saddler with the customer	PST, PPD
A range of bridle / saddle types and suitability of style to individual customers	WP
Industry terminology and its use in the workplace	PST, PPD
How to cost out work and then communicate the options to customers	WP, PPD

Work Practices	EPA
Leather characteristics and behaviour	WP
The importance of timely workflow to the business	PST, PPD
The principles of manufacture for a range of bridle components such as brow bands, nosebands, cheeks, reins and headpieces	WP, PPD

The principles of manufacture for a range of saddle making processes such as webbing the tree, blocking the seat, seaming and producing patterns	WP, PPD
Basic principles of saddle and bridle fitting	WP, PST, PPD

Materials	EPA
The history of British Saddlery	PPD
How the saddlery industry has evolved to benefit equestrianism both in the UK and overseas	PPD
The characteristics of a variety of different leathers and fittings and their suitable application	WP
The manufacturing processes of traditional wooden saddle trees to current British Standards	WP
Alternative technical advances in materials and construction	PPD

Preparation of Components	EPA
How to interpret data relating to the anatomy of the horse	WP, PST
The impact of their product and work on the welfare of the horse	WP, PPD
Use measurements of the horse to create a cutting list for cut and made up measurement including all necessary patterns	WP, PST
How to maintain tools, equipment and work safely	PST
The order of assembly and thread requirements	WP

Hand and Machine Stitching	EPA
The balance between hand stitching to a high standard in an acceptable time and cost to the business	WP
How to use and care for machinery	WP, PPD
How to make the necessary adjustments required machining a variety of differing materials	WP, PPD

Finishing	EPA
How to produce a finish that meets craft standards.	PST, PPD
The style and size of hole in relation to the fittings and bridle/saddle type	WP
The need for high standards of workmanship to be achieved	WP, PST, PPD

Skills

Health & Safety	EPA
Safely select, use, maintain and store equipment and materials; for example, correct storage of patterns, sharpening tools, purchasing materials and stock control	WP
Identify and minimise hazards and risks in the workplace through safe working practice	WP, PST
Maintain comprehensive records relating to the manufacture and repair of saddlery	WP, PST

Communication Skills	EPA
Discuss and advise on the type of bridle / saddle leather for a specific use	PST, PPD
Work as part of a team within a company	PPD
Carry out effective customer care	PPD
Develop and maintain good communication skills with all staff in the company in order to ensure a productive work environment	PPD

Work Practices	EPA
Organise purchasing of materials and stock control	PPD
Prepare materials and fittings for the bridle / saddle	PST
Have overall responsibility for the finish and suitability of the completed bridle / saddle	PST, PPD
Follow clear instructions from relevant colleagues in order to meet customer requirements	PST, PPD
Follow and maintain work procedures to ensure safety requirements are met	PST
Implement efficient and effective use of resources, time and materials	PPD
Maintain the quality of workmanship in order to achieve company standards	PST, PPD

Materials	EPA
Identify the correct materials and fittings and use appropriately	WP, PST
Recognise faults in leather and fittings	WP
Prepare materials and fittings	PST
Identify the correct threads for both hand and machine stitching for a range of saddlery products	WP, PST

Preparation of Components	EPA
Use measurements of the horse to produce a cutting list showing both cut and made up measurements, the amount of leather and fittings required and include the necessary patterns	WP, PST
Cut, edge, stain, prick, mark and skive all components	PST
Assemble in readiness for stitching	PST

Hand and Machine Stitching	EPA
Double hand and single/back stitch	PST
Machine stitch a variety of different materials used in bridle and saddle manufacture	PST, PPD

Finishing	EPA
When bridle making), block all keepers	PST
Punch the appropriate size and style of hole	WP, PST
Clean and polish all edges	PST
(When saddle making), flock panels smoothly, evenly and to the correct specification	WP, PST
Assemble the finished product	PST

Behaviours

Bespoke Saddlers will be expected to demonstrate:	EPA
Adherence to appropriate Health & Safety procedures within the workplace	WP,PPD
A commitment to maintaining high standards of precision and excellence as appropriate to the craft	WP, PST, PPD
A focus on the requirements of the customer	PPD
An ability to work effectively both individually and as part of a team	PST, PPD
A strong work ethic and commitment in order to meet the standards required	PPD
A recognition and appreciation of equality and diversity in the workplace	WP, PPD